

## IN THE SPECIFICATION

Please amend the Abstract of this application as follows:

--In a A program programme preparation and distribution system [(100)], in which metadata indicating the variable information is generated from project to project, from medium to medium, from scene to scene or from frame to frame, to realize an asset management by controlling an archive system [(40)] depending on the metadata. A database is constructed in which the archive system [(40)] manages metadata in a concentrated fashion along with the essence such as video and audio data. By a distributed programme program editing system [(10)], the metadata inputted at the planning processing and at the casting processing is registered in the database managed in a concentrated fashion by an archival manager (40A) of the archive system (40), at the same time as a tag specifying the registered metadata is issued. This tag is co-packed with the video and audio information obtained on acquisition by an acquisition system. In a production system [(20)], the timing to flow the staff roll is specified during the off-line processing in the production system [(20)]. In accordance with the specified timing, the metadata is taken out from the database pointed by the tag co-packed with the video information or the audio information to generate the corresponding character automatically to effect complete editing processing--